

Accounts and Office Manager

Hays Accounting Support • Melbourne CBD VIC



Base pay

\$65,000 - \$70,000



Work type

Full Time



Contract type

Permanent

Job details



Date posted

20 Aug 2021



Expiring date

20 Aug 2022



Category

Accounting



Occupation

Office Manager



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Contract type

Permanent



Work type

Full Time



Job mode

Standard/Business hours

Full job description

Your new company

A growth technology organisation that supports leading sporting clubs is seeking a finance administrator to join their team. If you are seeking a permanent position within a dynamic company, this role is perfect for you.

Your new role

- Basic bookkeeping and some office management
- Accounts payable and receivable using Xero
- Reconciliation reports
- Weekly cash flow reports
- Debt Collection
- Bank recs
- Stock management
- Assisting with preparation of contracts for clients
- Various other ad hoc tasks including liaising with clients from the sporting clubs

What you'll need to succeed

- Some accounts experience required but will train you on gaps as long as you have some of the following AP/AR/payroll/stock management/general bookkeeping
- Ideally you will have dual experience in accounts and admin
- Confident, personable so you can fit into the team
- Willing to be hands on across a broad scope role
- Someone who wants to learn and develop

What you'll get in return

- Vibrant, fun team
- Working in the exciting technology sport space. Leading sporting clubs!
- Permanent position. Fulltime work
- 65k to 70k package pending experience

- Prahran location - Parking available
- New office fitout

What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV to Cameron.Joyce@hays.com.au

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

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